

ABDUL RAQEEB, ACCA

GL Integration Expert | Operational Excellence in Accountancy and Finance | Financial Planning and Analysis | Cost Savings | Reconciliation with 9 Years of Experience in Bahrain and Pakistan



EDUCATION

ACCA
2nd Top Affiliate in Pakistan
Association of Chartered Certified
Accountant, 2016

BSC in Applied Accounting
Oxford Brookes University, 2017

Advance Diploma in Accounting
And Business, 2014

Oracle Training Certificate

COMPETENCIES

- Leadership
- Accounting and Finance
- Strategic Planning
- Financial Analysis & Reporting
- Budgeting and Cost Savings
- Financial Operations Management
- Variance Analysis & Techniques
- Internal & External Audits
- ERP Implementation
- Risk Management
- Effective Communications & Presentation Skills
- VAT Compliance
- Inventory Management
- Team Mentoring and Training
- GL Integration
- Oracle, SAGE, SARP, TALLY,
- ZOHO, ODOO, MS Office

CONTACT

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Dynamic and results-oriented Accountancy & Finance Professional with expertise in GL integration, Internal Control, Accounts Reconciliation, Budgeting, and External Reporting. Recognized ACCA Professional known for highest standards of integrity, driving efficiency and profitability through strategic planning and problem-solving.

With a keen eye for detail and a commitment to excellence, I specialize in aligning accounting processes with business objectives by leveraging strong analytical skills and conducting comprehensive risk assessments. Adept at utilizing a range of software including Oracle, Tally, ODOO, Microsoft Office, and MS Excel to streamline financial operations and drive informed decision-making.

A proactive communicator with exceptional interpersonal skills, I thrive in collaborative environments and I am dedicated to delivering impactful results. Currently serving as Manager Accounts and Finance at Abu Saad Electronics WLL Bahrain, I am actively seeking mid to senior-level roles in Accounting and Finance department of a prestigious organizations.

My detailed professional experience is as follows:

Manager Accounts and Finance

Abu Saad Electronics WLL – Bahrain

Sep 2022 - To Date

Abu Saad Group operates multiple businesses including Electronics Trading, GAS Delivery, Shoes Trading, Events Planning, Autocare etc. Here, I am responsible for Accounts and Finance of group entities with following responsibilities:

- Spearheaded comprehensive oversight of company activities, ensuring seamless operations, and driving efficiency.
- Streamlined and optimized account finalization processes, enhancing accuracy and timeliness. Implemented robust systems for managing receivables and payables, resulting in improved cash flow management.
- Contributed to strategic financial planning discussions in management meetings, driving sustainable growth and profitability.
- Produced insightful internal reports on stocks, profit & loss, and financial management, enabling data-driven decision-making.
- Led the successful implementation of ERP systems for GAS delivery services, enhancing operational capabilities and customer satisfaction.
- Successfully managed VAT return submissions, ensuring compliance with regulatory requirements.
- Optimized product costing strategies and significantly modified procurement procedures, that led to significant cost savings and risk / fraud mitigation.
- Implemented and managed cutting-edge accounting and inventory modules, enhancing operational transparency and efficiency.
- Orchestrated efficient daily operations across multiple departments, fostering a culture of productivity and excellence.
- Facilitated seamless collaboration with external auditors, ensuring timely completion of audits and regulatory compliance.
- Mentored and trained accounting staff, cultivating a high-performing team capable of handling complex tasks with confidence.
- Conducted internal audits and meticulously supervised warehouse stocktaking processes, ensuring accurate inventory management and compliance.

Deputy Manager Accounts & Audit**Premier Industrial Chemical Mfg Co. (Pvt.) Ltd, Lahore, Pakistan****Jan 2020 – Aug 2022**

A Company Recognized as a Leader in Manufacturing of Various Grades of Ethanol. 95% of Sales are Export Sales. Here, my key achievements included:

- Successfully managed and conducted in-depth financial analysis, providing valuable insights to the management as needed.
- Efficiently coordinated with the finance team to ensure timely completion of assigned accounting tasks, consistently meeting deadlines.
- Spearheaded comprehensive cost analysis initiatives, collecting and studying data to optimize business activities including raw material purchasing, inventory management, and labor costs.
- Prepared quarterly, bi-annually, and annual management accounts, as well as final accounts for external audits, ensuring accuracy and compliance.
- Played a key role in supporting auditing activities by providing necessary information and preparing requested documentation, contributing to successful audit outcomes.
- Actively participated in management meetings focused on financial planning, while also training and mentoring accounting staff to enhance their daily operations.
- Conducted various internal audit assignments and supervised stocktaking at the main warehouse, ensuring efficient inventory management and accuracy.
- Acted as a liaison between head office and site management, overseeing daily production reports, stock management, and providing detailed costing analysis.
- Prepared balance sheets, profit and loss statements, and other financial reports, delivering accurate and comprehensive insights to management.
- Conducted thorough verification of different accounts, ensuring financial data integrity and compliance.
- Managed relationships with insurance companies for vehicle, plant, and machinery insurance, negotiating favorable terms and ensuring comprehensive coverage.
- Effectively managed receivables and payables, optimizing cash flow management and maintaining strong vendor relationships.
- Prepared various detailed reports on sales and purchases of raw materials and chemicals, facilitating informed decision-making.
- Provided month-end closing reports to directors, including detailed costing sheets and profit or loss statements, ensuring transparency and accountability.
- Supervised monthly input and output tax calculations, refund processing, and sales tax payments, ensuring compliance with regulatory requirements.
- Authorized payment and receipt vouchers, ensuring accuracy and completeness before submission to senior management.
- Led ERP implementation efforts within the company, providing training to junior staff on procurement-to-payment and sales-to-receipt procedures
- Maintained direct communication with software companies to facilitate system modifications and improvements, ensuring alignment with organizational needs.
- Conducted regular site visits, meeting with site management to discuss cost of production, warehouse procedures, and providing guidance for process improvements.

Assistant Manager Accounts & Finance**Premier Industrial Chemical Mfg. Co. (Pvt.) Ltd. Lahore, Pakistan****Jan 2019 – Dec 2019**

Here I was responsible for:

- Provided invaluable support in completing Accounts and Finance assignments as directed by management, ensuring accuracy and adherence to company standards.
- Effectively managed and supervised the daily operations of the Accounts Department, maintaining efficiency and productivity.
- Diligently monitored and recorded financial transactions in accordance with company policies and regulatory requirements, ensuring compliance and accuracy.

- Prepared comprehensive parties and bank reconciliations, culminating in the preparation of trial balances presented to senior management for review.
- Assisted in external audits of the company by preparing necessary documents and providing support as required, contributing to successful audit outcomes.
- Provided daily reports to Directors and the CEO, covering budgetary matters, bank movements, sales reports, and other key financial indicators.
- Managed receivables and payables for the company, optimizing cash flow management and fostering strong relationships with stakeholders.
- Prepared various reports as requested by directors, delivering timely and insightful analyses to support decision-making processes.
- Calculated markups and reconciled them with bank statements, ensuring accuracy and making timely payments to maintain financial health.

Assistant Manager Accounts & Finance
HQ Steels (Pvt.) Ltd. Lahore, Pakistan

Jan 2018 – Dec 2018

A new company introduced by Premier Group of Companies. Here, I was responsible for:

- Played a vital role in preparing initial accounting transactions and supported the Import Manager in importing plant and machinery, while also preparing cost sheets and budgeting reports.
- Maintained meticulous financial records and performed bookkeeping duties, including preparing parties and bank reconciliations, ensuring accuracy and compliance.
- Generated various insightful reports for management on accounts and production, providing valuable insights to support decision-making processes.
- Prepared daily movement reports of billets, warehouse reports, and receivables and payables, facilitating efficient inventory management and financial tracking.
- Compiled cost sheets of billets produced and provided detailed reports to management and the sales department, contributing to informed strategic planning.
- Generated daily stock reports of raw materials and finished goods, ensuring accurate inventory tracking and optimization.
- Issued sales tax invoices to customers and managed receivables, optimizing cash flow management and fostering strong customer relationships.
- Conducted internal audit assignments, including stock counts at site, ensuring compliance and identifying areas for improvement.
- Proactively handled any other tasks assigned by management, demonstrating flexibility and a commitment to supporting organizational goals.

Previous Professional Experience

Trainee Accountant

Premier Industrial Chemical Mfg Co. (Pvt.) Ltd. Lahore, Pakistan

Jun 2016 - Dec 2017

Trainee Auditor

Ahsan & Ahsan Co. Lahore, Pakistan

May 2014 - May 2016

References

Available upon request.